

## Travel Award Application

Applications submitted directly from a student will not be accepted. Students should check with their department for their internal deadlines. Academic units should submit this form electronically (after obtaining required signatures) to: [grad-travel@asu.edu](mailto:grad-travel@asu.edu).

**I. To be completed by Student**

**MyASU Trip Request ID:**

**Student Information**

Name (Last, First, MI)	ASU 10 digit Affiliate ID	ASU Email
College	Degree Level (Masters/PhD)	Program
Unit	Event Type (Conference, Professional Development, Workshop)	Conference/Workshop Location:
GPSA Funding (Applied or Approved) \$	Other Funding Amount/Source \$	Conference/Workshop Dates:

**Unit Information**

Graduate Support Staff (Name and Email)	
Faculty Advisor/Committee Chair (Name and Email – signature required below)	
Academic Chair/Director or Graduate Director (Name and Email)	
Department Funding to support this trip (if applicable) \$	Unit Criteria for Student Selection Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
MyASU Trip Account Signer (Name and ASURITE)	My ASU Trip ATO (Name and ASURITE)

**Estimated Expenses:** Please attach any documents or supporting materials

Airfare (approximate cost of round-trip)	\$ _____
Registration Fees	\$ _____
<b>Total estimated expenses</b>	\$ _____

**Student Narrative Attachment:** In addition to this Travel Award Application attach a PDF document that includes explains the purpose of this trip, your level of participation, and how you will benefit from the trip.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty Advisor/Committee Chair**

\_\_\_\_\_  
**Date**

By typing our names above (or inserting our electronic signature), we verify that we have reviewed and completed this form to the best of our ability.

## Travel Award Application

### II. To be completed by Academic Unit

#### Department/School Endorsement

- We endorse this travel award application and travel is supported in the amount of \$ \_\_\_\_\_ , please use the following account number \_\_\_\_\_.
- We endorse this travel award application, but we are unable to support financially.

#### Application Ranking

- The department is submitting more than one nominations and this nomination is ranked \_\_\_\_ of \_\_\_\_.
- Attached is also a summary of our department ranking criteria.
- We do not support this travel award application.

#### **By typing your name below (or inserting your electronic signature), you confirm your department has:**

1. Reviewed student application, student submitted the appropriate materials and any other appropriate documentation.
2. Travel authorization was submitted by student prior to submitting the award application at [fo.asu.edu/myasutrip](http://fo.asu.edu/myasutrip).
3. Applications are prioritized and forwarded to Graduate College by the academic unit.

\_\_\_\_\_  
**Academic Unit Chair/Director or Graduate Director Signature**

\_\_\_\_\_  
**Date**

**Disclaimer:** School Directors must endorse all applications and submit this form to [grad-travel@asu.edu](mailto:grad-travel@asu.edu). Requests approved by Graduate College may be fully or partially funded.

### III. Graduate College

#### **Checklist:**

- Form completed and submitted by deadline
- Purpose/Justification (Narrative)
- Signatures
- Department Endorsed
- Ranking \_\_\_\_ of \_\_\_\_
- Ranking criteria attached

#### **Decision:**

- Funding Approved
  - Amount \$ \_\_\_\_\_
- Funding Denied